



# Non-Merit Job Vacancy Announcement

## **EXECUTIVE SECRETARY I**

<b>Pay Grade:</b>	11	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	26,483.04 -35,080.56	<b>Work Schedule:</b>	8-4:30
<b>FLSA Designation:</b>	Non-Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Board Of Barbering  
**Work Address:** 312 Whittington Parkway Suite 110, Louisville, KY 40222  
**Work County:** Jefferson

### **AGENCY COMMENTS:**

The Board of Barbering is currently seeking to fill an Executive Secretary I position.

### **DESCRIPTION OF JOB DUTIES:**

Examples of duties or responsibilities include:

Perform routine administrative duties in the day-to-day functions of the agency

Interpret and apply departmental rules, regulations, and policies as they relate to general office management

Provide support to supervisors and administrative staff

Prepare routine reports and correspondence

Perform research work as needed

Review documents for completeness and checks figures for accuracy

Performs other duties as assigned

Ability to work with highly confidential information

Problem solving and analytical skills

Detail oriented with the ability to manage multiple tasks simultaneously

Excellent interpersonal, written and verbal communication skills

Ability to work under pressure to meet deadlines

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High School Diploma or GED

#### **EXPERIENCE:**

Strong PC skills utilizing Microsoft Office software

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:****(DEADLINE: 7/8/2016)**

[Posted on: 6/24/2016 ]

Submit Resume with a cover letter to: boardofbarbering@ky.gov or by US Postal to:

Board of Barbering

Sonja Minch

312 Whittington Parkway Suite 312

Louisville, KY. 40222

**Contact Name:** Sonja Minch

**Contact Method:** Email or US Postal

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